

HOW TO APPLY FOR THE BUILDING PERMIT WITH SITE PLAN AND ARCHITECTURAL REVIEW

What is the purpose of the Building Permit with Site Plan and Architectural Review?

The goal of Building Permit with Site Plan and Architectural Review is to assist the applicant with processing their building permit application, plans and design documents. The Building Permit with Site Plan and Architectural Review coordinates the review of the project through multiple city agencies and provides a single point of contact for problem resolution.

When is a Building Permit with Site Plan and Architectural Review required?

Review by the Building Permit with Site Plan and Architectural Review is required for all new construction types, **except** for interior improvements and single family detached homes not in a Planned District, Planned Unit Development or the Hill Area.

What are the necessary reviews?

The Building Permit with Site Plan and Architectural Review process may include a **preliminary review**, however, it always involves **construction drawing review** by Planning, Building, Engineering, Fire, Landscape Architecture, Environmental and Traffic. And, on occasion, the Police department.

Preliminary Review is not required for all projects and is explained in more detail below.

1. Preliminary Review (Discretionary Review):

Preliminary Review is a discretionary review for projects that are not required to go through Planning Commission or the Zoning Administrator for approvals. These projects, depending on their scope, may be required to go through a Preliminary Review process. The preliminary review is intended to provide general review of site development and schematic architectural review. Other necessary environmental clearances may be accomplished in this process as well. The Preliminary Review provides an early opportunity for calling out

potential major issues or problems before detailed construction plans are developed. The City Planner may, in some cases, waive the requirement for Preliminary Review when it is determined the project conforms to the general provisions of the Fremont Municipal Code.

How much time do I have to get a building permit?

From the date of submittal of the first set of working drawings until the application expires is 180 days. During this period, all review cycles need to be completed. If circumstances beyond the control of the applicant have prevented action from being taken on the permit within the 180 days, the applicant may submit a written request for an extension of time to the Building Permit with Site Plan and Architectural Review. If the extension is granted, the maximum extension shall be 180 days. However, the maximum length of time between the submittal of the First Review cycle and the issuance of a permit is 365 days.

How long does the process take?

Review of plans for the Preliminary Review is generally completed within 17 business days of application.

The first cycle of construction drawing review is generally completed within 22 business days of application. The second cycle and any subsequent cycles of construction drawing review are generally completed within 12 business days of application.

Can I have a preliminary meeting with staff?

A preliminary meeting with the Building Permit with Site Plan and Architectural Review staff can be held prior to submittal to discuss the scope and nature of the proposed project and how best to proceed. The Building Permit with Site Plan and Architectural Review Coordinator should be contacted to schedule a preliminary meeting. Please call (510) 494-4454.

What does the Building Permit with Site Plan and Architectural Review and process cost? What other fees might I expect to pay?

At the time of filing, an initial deposit fee is collected for your particular review type.

<u>Review Type</u>	<u>Fee</u>
DES- Standard Review	\$4,000
DEM- Minor Review	\$1,800
DOSS- Second Story Home Review	\$1,800
DEW- Wireless Site Review	\$1,300

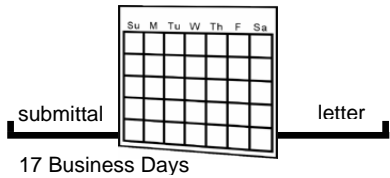
The total cost of a Building Permit with Site Plan and Architectural Review will depend on the staff time required to conduct the review and to process the application.

Community Development Department

39550 Liberty Street, P. O. Box 5006, Fremont, CA 94537-5006
www.fremont.gov
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BUILDING PERMIT WITH SITE PLAN AND ARCHITECTURAL REVIEW (D.O.)

1. PRELIMINARY REVIEW (Discretionary Review)



Review by interdepartmental team regarding:

- Land Development Codes
- Policies and Resolutions
- Architectural Review
- Environmental Review

To apply: Submit plans according to Building Permit with Site Plan and Architectural Review Information Sheet.

Pay D.O. application fee.

City Response:

- Results in a letter which will state either approval, approval with conditions, or denial of the application. The letter will also include what information needs to be submitted with the prefinal application.
- Preliminary calculations of Impact Fees (if possible).

Approval letter is valid for one year from date of issuance.

Approval may be extended once for a period of one year.

2. FIRST REVIEW (Building Permit Application)

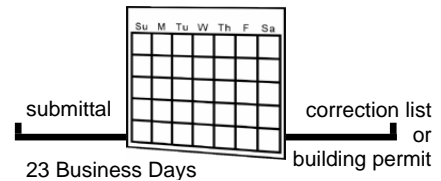
First Working Drawing Review to assure compliance with:

- Building codes
- Other City Ordinances
- Conditions of Preliminary Review approval

To apply: Submit construction drawings and documentation.
Pay D.O. deposit fee at initial submittal.
Pay Plan Check Fees.

City Response:

- Results in a correction list or approval (if there are no outstanding comments or conditions). If conditions remain, you must proceed to Final Review step within 180 days from date of Prefinal Submittal or application is void.
- Preliminary calculations of Impact Fees.
- If there are no outstanding comments, then fees are paid, plans are approved, and permits are issued.



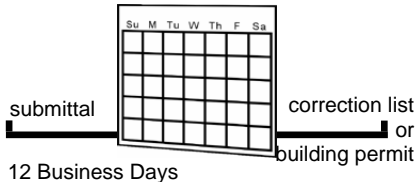
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3. SECOND REVIEW



Review of corrected working drawings to assure compliance with:

- Building Codes
- Other City Ordinances
- Outstanding Comments
- Conditions of Preliminary Review approval

City Response:

- Results in the issuance of a Building Permit or a subsequent correction list. A building permit must be issued within 180 days from Final Review Submittal or application will be void.
- Impact Fees calculated.
- If there are no outstanding comments, then fees are paid, plans are approved, and permits are issued.

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